



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, FORT WORTH DISTRICT
P.O. BOX 17300
FORT WORTH, TX 76102-0300

12 March 2025

**REQUEST FOR STATEMENT OF INTEREST
W9126G-25-2-SOI-3819**

*Applicants must be a member in one of the following
Cooperative Ecosystem Studies Units Regions:
Great Plains / Great Rivers / Gulf Coast CESU Regions*

Project Title: Recreational Boating Survey for Broken Bow Lake, Oklahoma

A cooperative agreement is being offered ONLY to members of the Cooperative Ecosystem Studies Units (CESU) Program Region(s) identified above. Award will be made upon mutual agreement and acceptance of the terms and conditions contained in the request for proposal and the recipient's CESU Master Agreement. Note the established CESU Program indirect rate is 17.5%.

Responses to this Request for Statements of Interest will be used to identify potential organizations for this project. Approximately **\$350,000** is expected to be available to support this project for the **base period**. Additional funding may be available to the successful recipient for optional tasks and/or follow on work in subsequent years.

Period of Performance. At time of award through 31 December 2025

Description of Anticipated Work: See attached Statement of Objectives

NOTE: At this time, we are only requesting that you demonstrate available qualifications and capability for performing similar or same type of work by submitting a Statement of Interest. A full proposal and budget are NOT requested at this time.

Preparation of your Statement of Interest: Provide the following (Maximum length: 2 pages, single-spaced, 12 pt. font):

1. Name, Organization, CAGE Code, Unique Entity ID, CESU Region, and Contact Information (Email)
2. Brief Statement of Qualifications (including):
 - a. Biographical sketch of the Principal Investigator, to include specific experience and capabilities in areas related to this project's requirements
 - b. Relevant past projects and clients with brief descriptions of these projects
 - c. Staff, faculty or students available to work on this project and their areas of expertise
 - d. Brief description of other capabilities to successfully complete the project: (e.g. equipment, laboratory facilities, greenhouse facilities, field facilities, etc.)

Submission of Your Statement of Interest

1. Statements of Interest (SOI) are due by **3:00 P.M., Central Time, on 11 April 2025.**
2. Submit your questions no later than **COB 25 March 2025** to:

Nicholas A. Aprea
Grants Specialist
USACE, Fort Worth District
Email: Nicholas.a.aprea@usace.army.mil
Office: (817) 886-1925

and

Emily Woodruff
Project Manager
USACE, Fort Worth District
Email: emily.t.woodruff@usace.army.mil
Office: (918) 803-2356

Review of Statements Received: All statements of interest received from a member of the CESU Region(s) identified above will be evaluated by a board comprised of one or more people at the receiving installation or activity, who will determine which statement(s) best meet the program objectives: offer the most highly qualified Principal Investigator, have the most relevant experience and the highest capability to successfully meet the program objectives. Submitters whose statements are determined to best meet the program objectives will be invited to submit a full proposal.

Timeline for Review of Statements of Interest: RSOIs are required to be posted on www.Grants.gov for 30 days prior to the Government making a decision and requesting full proposals.

Thank you for your interest in our Cooperative Agreements Program.

NOTE: To be eligible for award, the Recipient and any proposed subrecipient/ subawardee or contractor must possess a NIST-SP 800-171 DoD Assessment.

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CHERYL R. VENDEMIA
Grants Officer

Attachment: Statement of Objectives

STATEMENT OF OBJECTIVES

RECREATIONAL BOATING SURVEY IN THE STATE OF OKLAHOMA LOCATED AT BROKEN BOW LAKE IN MCCURTAIN COUNTY Utilizing the Cooperative Ecosystems Studies Units (CESU)

1.0 PURPOSE

1.1 Broken Bow Lake's environmental programs ensure Civil Works mission activities are conducted in compliance with all applicable environmental laws, regulations, and policies. Article I B of the master agreement states the objectives of the CESU are to: provide research, technical assistance, and education to federal land management, environmental and research agencies and their potential partners; develop a program of research, technical assistance and education that involves the biological, physical, social sciences needed to address resource issues and interdisciplinary problem-solving at multiple scales and in an ecosystem context at the local, regional, and national level; and place special emphasis on the working collaboration among federal agencies and universities and their related partner institutions.

1.2 In agreement with the above stated objectives, the Recipient agrees to provide the necessary personnel, equipment, and materials required to conduct a Recreational Boating Survey (RBS) and carrying capacity analysis at Broken Bow Lake located in McCurtain County, Oklahoma, contingent on lake elevations and weather being conducive to boating activities. Services include close coordination with the U.S. Army Corps of Engineers (USACE), Fort Worth District Project Manager (SWF PM), key USACE personnel in the Regional Planning and Environmental Center (RPEC) in Fort Worth District (SWF), USACE Operations personnel in the Tulsa District (SWT), and the USACE Lake Manager at Broken Bow Lake. The Recipient agrees to accomplish the following general tasks at Broken Bow Lake:

- Utilization counts at boat ramp parking lots (including unauthorized parking).
- Marina slip occupancy counts at existing marina.
- Empty boat trailer counts in all campgrounds.
- Empty boat trailer counts in designated day use areas where appropriate.
- On-the-water vessel counts at specified times and locations.
- Conduct boat ramp exit surveys at specified boat ramps at specified times and locations.
- Administer the Marina Tenant and Stakeholder surveys.

1.3 Preparation of a report summarizing the count and survey data, conducting research and analysis, and making recommendations on future water based recreation. The work requires onsite personnel to be physically present at Broken Bow Lake during the time required to perform the survey and conduct boat counts.

2.0 AUTHORITY

2.1 This cooperative agreement will be awarded using the Water Resources Development Act - Delegation of Authority under Section 213(a) of the Water Resources Development Act. An act to provide for the conservation and development of water and related resources, to authorize the Secretary of the Army to construct various projects for improvements to rivers and harbors of the United States, and for other purposes. The collection, analyzation, and application of resource data from this project will be used to develop management strategies that will support sound conservation and public safety for water resources associated with Broken Bow Lake and will support successful execution of the lake master plan and shoreline management plan.

2.2 In accordance with section 6305 – *Using cooperative agreements* of the *Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), all CESU projects must carry out a public purpose of support or stimulation. Examples of carrying out a public purpose may include, but are not limited to, the following:

- Project results are made available to a wide audience (including nonfederal entities)
- Project results/outputs add to the scientific literature/knowledge base, with applicability and utility beyond the scope of the project footprint/study area
- Academic and other nonfederal partner institutions (and their personnel) gain professional experience, increase knowledge, and develop skills and abilities
- Students benefit from direct interaction with federal scientists, program and technical staff, and field unit managers

2.3 In accordance with section 6305- *Using cooperative agreements* of the *Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), substantial involvement is expected between the Department of Defense (DoD) and the recipient when carrying out the activity contemplated by the cooperative agreement. The DoD agrees to participate at a national level in support of the CESU program.

The Tulsa District further agrees to provide substantial involvement as directed under the above listed Article II (A) CESU Master Agreements. Specifically, USACE staff at Broken Bow Lake and staff members within the Regional Planning and Environmental Center (RPEC) and Operations Division, SWT District will provide administrative assistance, as appropriate and necessary to execute this Agreement and subsequent modifications, and will provide further cooperation in the following areas:

- Technical assistance and guidance.
- Close monitoring during performance.
- Involvement in technical decisions, such as methodology.
- Participation in status meetings, including kick off meeting.

3.0 DESCRIPTION OF OBJECTIVES

3.1 Task 1: Conduct Kickoff Meeting

The goal of this task is to ensure the recipient/cooperator, the Regional Planning & Environmental Center (RPEC), and Tulsa District Operations Division staff understand the purpose and process of the RBS and the timeline for accomplishing the overall tasks.

- Conduct kick-off meeting with Tulsa District Operations Division and RPEC Master Planning staff at Broken Bow Lake.
- Discuss and confirm the count and survey process, schedule, and deliverables, and conduct a site visit.
- Discuss research and analysis methods and goals.
- Discuss report including recommendations for water based recreation based on findings of survey, research, and analysis.
- Prepare a preliminary work plan for conducting the RBS at Broken Bow Lake.
- Review government furnished material.

See section 9.1 for detailed description of Deliverable 1 for Task 1.

3.2 Task 2: Monthly Report of Status

Monthly project status reports will take place via teleconference between the 1st and 5th day of each month during the period of performance. Project delays and progress shall be reported as well as any other potential issues which may arise with the RBS. USACE staff will initiate the teleconference calls.

See section 9.2 for detailed description of Deliverable 2 for Task 2.

3.3 Task 3: Develop Safety and Training Plan

The Recipient will develop a safety and training plan. The purpose of the plan is to ensure surveys are performed consistently between teams, responding to various types of users and scenarios, and include a script of how team members intend to interact and respond to users. Training and safety components should reference Engineering Manual (EM) 385-1-1 including Class 2 High Visibility Safety Apparel where participants may engage with vehicle traffic up to 35 mph. Plan will also include appropriate signage; appropriate clothing (including closed-toe footwear); personal flotation devices when on water; as well as accident prevention signs, nametags, labels, signage, and traffic control as described in Chapter 8 of EM 385-1-1. The plan will be provided to USACE for comments and approval prior to conducting the on-site Tasks.

See section 9.3 for detailed description of Deliverable 3 for Task 3.

3.4 Task 4: Conduct Recreational Utilization Counts

Recreational utilization counts to be conducted at official boat launching ramps, all camping areas and select day use picnic areas, commercial marina, and on the lake water surface.

3.4.1 RBS Locations

Recreational utilization counts to be conducted at the following locations on Broken Bow Lake:

Boat Ramps:

At each of the following 7 official boat launching ramps at Broken Bow Lake including: Broken Bow Lake Wildlife Management Area Boat Ramp, Carson Creek Boat Ramp, Holly Creek Boat Ramp, Panther Creek Boat Ramp, Stevens Gap Boat Ramp, and boat trailers parked along roadways near the boat ramps and recreation areas in the State Park. Counts will not be conducted at the following boat ramp at Broken Bow Lake due to its remote location: East Boat Ramp.

Campgrounds and Day Use Areas:

At each of the following camping areas: Boat and trailer parking at each of the following camping areas: Acorn, Bluejay, Coyote, Deer, Eagle, Firefly, Grasshopper, and Hawk campgrounds as well as the Lakeview Lodge boat trailer parking area. Note: Day use areas and camping areas exist at Beavers Bend State Park where empty boat trailers may be parked and must be included in counts.

Water Surface:

On-the-lake water surface counts using boats, drones, or other approved methods, dividing the lake into water surface zone as indicated on the map to be finalized at the kickoff meeting prior to initiation of survey activities. Two (2) on-the-lake water surface counts to be conducted at Broken Bow Lake on each survey day at approximately 1:30 PM and 4:30 PM. Note: See Section 4.3 for information on using drones for water surface boat counts.

Marina:

There is one commercial marina on Broken Bow Lake, Beavers Bend Marina, and no private marinas.

3.4.2 RBS Dates

Three (3) survey days of recreational utilization counts are to be conducted at Broken Bow Lake at all designated RBS locations. The range of possible dates begins June 12, 2025 and ends September 5, 2025 (Labor Day Holiday).

The counts are to be conducted on one (1) non-holiday Saturday, one (1) non-holiday Sunday and one (1) Federal Holiday weekend; on three (3) distinct weekends. Concurrent Saturday/Sunday counts are not allowed.

Note: Counts may not be conducted on Monday, July 7, 2025 or Monday, September 1, 2025. If weather conditions or delays schedule occur due to a late Agreement approval that prevent counting on July 5 or 6, the USACE reserves the option to require counting on a Saturday or Sunday following July 4 in lieu of counting on 31 August (the Labor Day weekend).

3.4.3 RBS Times

The recreational utilization counts at Broken Bow Lake are to be conducted at the following approximate times during each survey day at each of the designated RBS locations, although changes to times could be permitted through coordination and approval by USACE:

- 12:00 PM, 3:00 PM, and 6:00 PM (at boat ramp parking lots, campgrounds, and specified day use areas)
- 1:30 PM and 4:30 PM (on-the-water vessel counts)

3.4.4 RBS Conditions

Recreational utilization counts shall be conducted only if the following lake/weather conditions permit:

- Only when weather conditions are conducive to recreational boating.
- Only when rain is to be at or below a 20% chance or not in the forecast by the National Weather Service.
- Only when winds are forecast to be at or below 15 miles per hour.
- If any weather condition (rain, lightning, or wind) is not favorable, then the recreational utilization survey data collection day is canceled, and another day is added to the data collection calendar, subject to government approval. The decision to cancel a possible collection date will be based on the National Weather Service forecast and will be made by USACE no later than 12:00 PM (CST) on the Monday before any possible collection date.
- When the elevation of Broken Bow Lake is greater than 589.5 feet and less than 606.5 feet. USACE will provide lake elevation information but can be monitored at the following website: <https://www.swt-wc.usace.army.mil/BROK.lakepage.html>. The "normal" or conservation pool elevation of Broken Bow Lake is 599.5 feet.

NOTE: If some data collection times were completed before weather conditions became unfavorable, or due to unforeseen technical and/or personnel difficulties, and the data collection was terminated for that day, then another day (a Saturday or Sunday) would be added to the collection days and data collection would begin where the former day had ceased in terms of the 3 time slots identified for data collection each day.

3.4.5 RBS Protocol

The following standard operating procedures are to be followed prior to initiating data collection on days and times specified above:

- A USACE representative must give approval to proceed with the surveys no later than 12:00 PM on the Monday prior to each survey day. This will allow approximately five (5) days' notice prior to Recipient making travel plans and arrangements for counting/surveying staff to be in place. USACE point of contact will be provided upon award of the cooperative agreement.

- If both lake and weather conditions remain favorable (within specified guidelines), all data collection team members will be notified to be prepared to proceed with data collection at designated RBS locations.
- Prior to the Recipient traveling to Broken Bow Lake for each scheduled survey date, an assessment of the lake and forecasted weather conditions are to be made by both the Government and the Recipient to determine if conditions are favorable to conduct the survey. If both lake and weather conditions remain favorable, all data collection team members are notified to begin data collection at designated RBS times. If both lake and weather conditions are within the specified guidelines, the data collection team members are to begin data collection.
- Data collection at all designated boat ramps as indicated in the *RBS Locations* (Section 3.4.1), to include the number of empty boat trailers parked in both designated trailer parking spots and in locations that are not officially designated trailer parking spots (such as grassy area or along the road leading to the boat ramp). The recorded information should denote how many vessels each empty trailer is designed to carry (some trailers are designed to carry multiple personal watercraft). The number of vessels that are actively being launched or are waiting in line to launch (and the trailer has not yet been parked) should also be recorded. The recorded numbers should differentiate between trailers that are parked in designated and undesignated parking areas.
- Data collection at the campgrounds and day use areas indicated in the *RBS Locations* (Section 3.4.1) should include the number of empty boat trailers parked at or near campsites within all designated camping areas. The assumption is that these empty trailers indicate that the boat owner has launched a boat at a nearby boat ramp and then parked the empty trailer at a campsite.
- On the lake water surface data collection to be conducted for each of the zones to be determined during kickoff meeting. As noted, *RBS Locations* (Section 3.4.1) above, other methods of counting on-the-lake vessels may be appropriate if approved by USACE. Data collection should include counting all vessels by vessel type moored or underway on the lake surface. Vessels will be indicated as motorized (runabouts, personal watercraft, jet-ski's, pontoon, etc.), sailboat, and non-motorized (kayaks, paddle boards, etc.). As vessels are counted note the location and type of each vessel on a lake map. Using a lake map denote where moving vessel congestion is the most prevalent and record the number of vessels by vessel type within the congested area. Also record on a lake map any areas where vessels are moored close together in groups of approximately ten (10) or more. Counts should proceed quickly to capture the number of vessels on the lake surface at the prescribed times and to prevent double counting.
- Data collection at the marina indicated in the *RBS Locations* should include the total number of slips and the total number of empty wet storage slips or spaces. The total number of slips shall include the floating platforms intended for the storage of personal watercraft and shall also include the slips used for rental vessels. The count should also include the number of vessels that are moored in areas that are not designated slips (for example some vessels may be tied up (moored) on the side(s) of a floating dock but are not moored in a designated slip). The counting should proceed at a fast pace, so the count is

accurate and captures all empty slips/storage spaces at the time of the count.

- Photography: Photographs will be taken at boat ramps, the marina, and areas where many boat trailers are parked such as campgrounds and some roadways, and representative photos should be included in the report as well as all source photos included with a final delivery of data.
- All participants will be familiar with the safety and training plan and one member in each team will be responsible for monitoring group safety and ensuring compliance with the plan.

The one Marina has dry boat storage spaces that may result in boat launches by individual boat owners or by marina staff via a livery service. Some or all these launches may result in empty trailers parked near the marina-operated boat ramp, but some empty trailers may be parked in dry storage space; these trailers do not need to be included in boat counts, as there is no way to know how many boats in storage may be launched just based on the trailers. Coordination with the commercial marina staff is required of the Recipient to determine approximately how many boats are launched on RBS dates via a livery service where the empty trailer is parked in a dry storage space and would therefore not be counted during the required counts at the boat ramp. Coordination is also needed to ensure that the Recipient will be granted access to floating facilities to conduct counts of empty slips. Occupancy rates (to be provided voluntarily by the marina) of rented slips during count days should be collected as well. Occupancy rates are needed to convert the total number of empty slips to "empty rented slips". Occupancy rates are to be included in draft and final reports (see Section 3.4.7 and 3.4.8) but will not be made publicly available by USACE.

- When all counts have been recorded for the specific area, the Recipient is to move to the next location for data counting. Representative photos are to be taken on the lake surface and at all RBS locations during the count/survey periods. Digital copies of the photos to be provided by the Recipient with a digital time stamp, GPS coordinates, and the file will be labeled according to location and time.

Conduct Boater Exit Interview Surveys

Exit interviews are to be conducted at all boat ramp locations specified below, using the attached Boat Ramp Exit Survey (see Attachment 1). Interviews to be conducted periodically throughout the day, but should be prepared for a surge between 4:00 PM and 7:00 PM on each of the RBS days. Exit interviews should not delay the public's ability to retrieve their boats or cause traffic congestion. Not every boat exiting the water during the specified timeframe will be asked to participate in the survey if delays are occurring at the ramp. Recipient must be prepared to have a Spanish-speaking (bilingual) surveyor available if the exit survey process at any of the designated boat ramp locations indicates a need for a bilingual surveyor. Survey responses will be recorded on paper by Recipient and will later be compiled electronically. Reference OMB Survey Attachments for survey details and number estimates.

Exit interview survey locations at Broken Bow Lake include the following: Deer,

Marina, Grasshopper, Hawk, Lodge, and Firefly boat ramps. Recipient will work with project staff to identify locations for survey team to set up and conduct surveys and should reference the Safety and Training Plan.

See section 9.4 for detailed description of Deliverable 4 for Task 4.

3.5 Task 5: Stakeholder and Marina Tenant Surveys

The Recipient is required to conduct surveys for two groups as follows:

Stakeholder Surveys:

Using a contact list to be furnished by USACE (see Section 5, Government Furnished Material), a stakeholder survey will be completed using a pre-approved survey form (see Attachment 2 for the Stakeholder Survey). The survey may be administered using standard mail, email or via a website. If standard mail is used, the Recipient must provide a prepaid return postage envelope to each stakeholder. The survey must be administered during the time specified for the RBS in Section 3.4.3 of this SOO. The recipient should prepare for no more than 65 stakeholder surveys to be mailed but may make multiple attempts to remind stakeholders of surveys including mail, phone, and/or email. Recipient may send a pdf version of the survey to stakeholders via e-mail in addition to postal mail, being aware that receiving completed surveys via e-mail may not remain anonymous due to e-mail addresses.

Marina Tenant Surveys:

In order to protect Personally Identifiable Information (PII), the pre-approved Marina Tenant Survey (see Attachment 3) must be made available to marina tenants via a methodology to be chosen by the marina owner/operator. This methodology may involve sending the printed survey to marina tenants via postal mail, sending a pdf of the survey via e-mail, but cannot utilize a web-based survey process. In either case, the resulting, completed surveys should be furnished to the Recipient by marina tenants during the time specified for the RBS in Section 3.4.3 of this SOO. Under no circumstances should PII, such as names and addresses, be collected or stored by the recipient/cooperator. Completion of the Marina Tenant Survey will require close coordination between the Recipient and the marina owner/operator. The one marina at Broken Bow Lake is owned and operated by a single entity which should simplify coordination. There are approximately 307 total rentable wet slips at the one commercial marina on Broken Bow Lake – 60 slips for marina rental boats, 28 slips for short-term slip rentals, and the remainder available for long-term boat storage. A minimum of 150 marina tenant surveys should be attempted to complete this task, but should expect no more than 219 if all available slips are rented. No marina tenant surveys are to be sent directly to private marina slip occupants by the Recipient but should be coordinated through the Marina owner/operator.

Upon mailing and/or emailing, the Recipient is to notify USACE of the number of surveys that have been mailed and the dates in which they were mailed/made available to potential respondents. The Recipient is to provide copies of all the returned surveys to the government. To increase respondent percentages, the Recipient shall send a reminder via postal mail

and/or email to all potential respondents, since there is no way of determining who has not responded, after 15 calendar days following the initial mailing/availability of the survey. The respondents have 30 calendar days to respond.

See section 9.5 for detailed description of Deliverable 5 for Task 5.

3.6 Task 6: Draft Summary Report

The Recipient is to prepare a draft report summarizing all data collected. The report should display data in a manner that clearly and graphically displays the data collected for each survey day and each location specified in the RBS. The draft report should also provide a clear summary and statistical trends of the exit interview surveys, stakeholder surveys and marina tenant surveys.

The boater exit interview surveys shall be summarized for each boat ramp location by date and as an aggregate summary for each lake. The data is to be reported to the government with analysis and recommendations as described below. The format of the draft summary report will be both hardcopy and electronic PDF format. Source data to include, but not limited to Adobe PDF, Microsoft Word, and Excel.

Research, Analysis, and Recommendation:

Research safe boatable acres – Investigate industry trends and standards to answer the question, what is the preferred boating capacity at Broken Bow Lake, measured in boatable acres per boat?

Analyze surveys and boat counts and make **Recommendations** – Review survey results, boat counts, and industry research to answer the following questions:

- What is going well regarding water based recreation at Broken Bow Lake?
- What is not going well regarding water based recreation at Broken Bow Lake?
- Are there any areas at Broken Bow Lake causing problems or detrimental to water based recreation (such as number of boat trailer parking spots, long lines at certain locations, insufficient ramps, problems at a marina, missing amenities, etc.)?
- Public comments on the Master Plan emphasized the value of scenic “wilderness” features of the lake. Is current water based recreation detrimental to users’ enjoyment of aesthetic wilderness features, and how would new or changes to access affect users’ enjoyment of the aesthetic features of the lake?
- Is/are any area(s) of the lake or lake as a whole overcrowded or unsafe due to excessive number of boats, boat traffic, or congestion in a specific area?
- Would new Recreation Development such as Marina(s) be recommended when taking boater safety into consideration? If so, how many slips/facilities would be recommended, if the lake can handle new recreation development(s)?
- Would any other new recreation facilities be recommended to improve boater safety or experience (for example, new or expanded boat ramp, new boat trailer parking, separate entrance/exits for certain user groups, etc.), and at what locations?

Mapping: Report should include maps showing survey locations, number of survey respondents per location, trailer locations, and other relevant location data. Maps will include a “heatmap” showing number of surveys at each location for each day. Data should also be recorded digitally and provided as GIS geospatial data to the USACE with the final report.

See section 9.6 for detailed description of Deliverable 6 for Task 6.

3.7 Task 7: Final Summary Report

The Recipient to prepare a final summary report summarizing all data collected and incorporating government comments, if any, on the draft report. The format of the final summary report will be both hardcopy and electronic PDF format. Source data to include but not limited to Adobe PDF, Microsoft Word and Excel. Mapping data will be provided in GIS format.

See section 9.7 for detailed description of Deliverable 7 for Task 7.

4.0 QUALIFICATIONS

4.1 Principle Investigator

The Principal Investigator for the RBS should have experience related to conducting surveys with the public, preferably related to outdoor recreation and boating. All other personnel performing this RBS should be experienced in this type of work with the supervision of the Principal Investigator.

4.2 Watercraft Operation

The Recipient is required to conduct water surface boat counts and may conduct this task from a watercraft. It is the responsibility of the Recipient for all personnel required to operate a watercraft to obtain all certifications required by the State of Oklahoma for the safe and lawful operation of watercraft. Watercraft will not be provided by the government.

Recipient is responsible for obtaining watercraft for use. For more information regarding the boating laws and regulations in the State of Oklahoma the following link is provided:

<https://aem-stage.oklahoma.gov/dps/programs-services/boated.html>.

The following are not State of Oklahoma boating laws but USACE recommendations for safe boating operation:

- No one under 18 years of age in the survey vessel.
- Operator must be 18 years of age.
- Recipient must show proof of boating liability insurance for each vessel on the water.
- All persons in a vessel must wear a US Coast Guard approved Personal Flotation Device (PFD) when on-board the survey vessel.

4.3 Drone/Unmanned Aerial Vehicle Operation

The Recipient is required to conduct water surface boat counts and may use drones (unmanned aerial vehicles) to conduct this task. It is the responsibility of the Recipient for all personnel required to operate the drone to obtain all certifications and file all applications as required by the USACE, State of Oklahoma, and FAA.

Drone operators must be a certified remote pilot per the FAA's Small UAS Rule as described on this page:

https://www.faa.gov/uas/commercial_operators/become_a_drone_pilot

Drones must be registered with the FAA. The Recipient must be aware of any airspace restrictions, airspace authorization requirements, any other regulations or requirements, and receive written authorization from the USACE Tulsa District before operating drones from USACE-owned property.

5.0 GOVERNMENT FURNISHED MATERIALS OR PROPERTY

5.1 Physical Data

Government furnished physical data are to be made available to the Recipient to include but not limited to previous recreation boating surveys, listing of marina owners/operators and stakeholders, and GIS data layers if needed.

5.2 Facility

Government furnished facilities are to be available to the Recipient to use as a base for conducting the recreational boating surveys to include the USACE lake project office.

5.3 Office of Management and Budget (OMB) Approved Surveys

The government will provide the Recipient with three OMB approved survey forms and additional documentation including:

- Boat Ramp Exit Survey (Attachment 1)
- Mail-Back Boating Surveys (Stakeholders), (Attachment 2)
- Mail-Back Boating Surveys (Marina Tenants) (Attachment 3)
- Agency Disclosure Statement (Attachment 4)
- OMB Justification for Boating Survey A (Attachment 5)
- OMB Justification for Boating Survey B (Attachment 6)
- OMB Justification for Boating Survey C (Attachment 7)
- OMB Request for Survey Approval (Attachment 8)

6.0 BASE PERIOD and OPTIONS

Base Period will be 9-months from date of award, with no follow-on periods.

7.0 PERIOD OF PERFORMANCE

The estimated period of performance is from award through 31 December 2025.

8.0 COORDINATION

CESU Coordination: Emily Woodruff, Fort Worth District, 918-803-2356, emily.t.woodruff@usace.army.mil

RPEC Coordination: Joshua Quiring, Fort Worth District, 817-886-1622 joshua.a.quiring@usace.army.mil

Broken Bow Lake Project Office: Shae Harrison, Broken Bow Lake Manager, 580-326-3345, shae.d.harrison@usace.army.mil

9.0 DELIVERABLES

9.1 Deliverable 1

Progress Reports - One (1) typed letter report describing progress on the project. The report is due as of the last day of the month (**monthly**) and may be transmitted via electronic mail, facsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. Invoices for partial payment should be submitted to coincide with receipt of the monthly progress reports. No partial payment will be approved unless the government has received all progress reports which are due.

9.2 Deliverable 2

Conduct kickoff meeting and prepare a Work Plan due within 15 workdays after the kickoff meeting. Kickoff meeting to be held within 20 calendar days of issuance of Cooperative agreement. USACE staff will provide comments, if any, within 10 workdays after receipt.

9.3 Deliverable 3

The Recipient to provide a safety and training plan. A draft plan will be provided to USACE for comments no later than 30 calendar days after kickoff meeting. The government will provide comments no later than 15 calendar days after receipt, and an approved plan no later than 15 calendar days after receipt of government comments.

9.4 Deliverable 4

The Recipient to provide a separate status report for each survey collection trip to include detailing the number of interviews conducted at each interview location within 5 workdays after the close of each scheduled collection date. USACE staff will provide comments, if any, within 10 workdays after receipt.

9.5 Deliverable 5

The Recipient to provide a status report for each lake detailing the number of surveys mailed and the dates in which they were mailed within 5 workdays of completing mailings.

9.6 Deliverable 6

The Recipient to provide a digital copy (PDF) and three (3) hardcopies of the draft summary report within 30 calendar days of the last collection date. USACE staff will provide comments, if any, within 10 workdays after receipt.

9.7 Deliverable 7

The Recipient to provide a digital copy (PDF) and five (5) hardcopies of the final summary report within 10 workdays after receipt of government comments. The Recipient will provide all source and supporting miscellaneous data including all photographs in digital format within 5 workdays after the final draft report is completed. All hardcopy and electronic copies of completed survey forms including boater exit interview surveys, mail out surveys, on-water boat counting forms and forms used to count empty trailers at boat ramps and empty slips at the marina shall become the property of the government and may not be used by the cooperator for any purpose.

10.0 This cooperative agreement may be administered through a CESU only upon mutual agreement and official authorization by both parties of the acceptance of the application of the CESU Network IDC rate (17.5%).

Any resulting cooperative agreement will be subject to, and Recipient shall comply with 2 CFR 200.313 "Equipment", 200.314 "Supplies", and 200.315 "Intangible Property" which includes use of research data.

11.0 POST AWARD & INVOICE PROCESSES

11.1. Payment Requests and Progress Reports (Invoice Package) - Submit Payment Request and additional required documents to: swf-cesu-invoice@usace.army.mil. Carbon Copy the assigned USACE Project Manager as well as your organization's point of contacts (POCs) for the additional required documents and for delinquent accounts.

11.1.1. Frequency: Quarterly plus 30-day grace period (except for the final invoice package noted below). If the coverage dates are not quarterly or preapproved by the PM (or the first/last submittal), the invoice package will be **rejected**.

Quarters	Invoice pkgs due No Later Than (NLT):
Q1: Oct-Dec	Q1: 31 Jan
Q2: Jan-Mar	Q2: 30 Apr
Q3: Apr-Jun	Q3: 30 Jul
Q4: Jul-Sep	Q4: 31 Oct

11.1.2. Payment Requests **must** be submitted on form SF270 Request for Advance or Reimbursement **with the accompanying Standard Form-Performance Progress Report (SF-PPR), otherwise the SF270 will be rejected.**

11.1.3. SF270 Request for Advance or Reimbursement

11.1.3.1 Block 9, Recipient Organization. **For successful set up of Electronic Transfer of Funds (EFT), the Recipient's name and address shall reflect the exact name and physical address that appears in the System for Award Management (SAM), <https://sam.gov/>.**

11.1.3.2. Blocks 11, (a), (b), & (c) are for the description of funds. Preferred description is: CLIN/POP Type, POP start and end dates, amount awarded (see example below); at minimum include the CLIN. If the description or the minimum CLIN information is missing, the **SF270 and SF-PPR will be rejected.**

Example:
CLIN 0001 / Base
22SEP23 – 21SEP24
\$100,000.00

Funding must be separated as specified on the Award document. Sub-CLINs that specify "for funding only" (e.g., numbered 000101, 000102, etc.) may be rolled into the primary CLIN (e.g., 0001) unless otherwise instructed. All others required PM approval.

The SF270 may have multiple pages. An SF270 in Excel format may be requested at: swf-cesu-invoice@usace.army.mil, however, **must be submitted in pdf format otherwise will be rejected.**

11.1.4. SF-PPR Standard Form-Performance Progress Report : The Recipient shall tailor the SF-PPR to include, at minimum, the following information:

- Separate details by CLIN as applicable
- Achievements (must detail work during quarter associated with the invoice)
- Percent Completion
- Project Status
- Problems encountered and impact of activities and personnel on schedule.
- Anticipated work in next reporting period.

If the SF-PPR is incomplete, the SF-PPR and SF270 will be rejected.

A tailored SF-PPR form may be requested at: swf-cesu-invoice@usace.army.mil.

11.2. The **Final** invoice package is due no later than 90 days from final (funded/exercised) POP end date and must include the following documents: If any of the required information below is missing, the final invoice package will be **rejected.**

Final SF270
SF-PPR
Final SF425
DD882
SF428 plus attachment B (C&S if applicable)
SF298
Final Report

Forms may be requested from the district office at swf-cesu-invoice@usace.army.mil or found at: <https://www.grants.gov/forms>.

Attachment 1: Boat Ramp Exit Survey

OMB Control Number: 0704-0553
 OMB Expiration Date: 05/31/2025

**BOAT RAMP EXIT INTERVIEW SURVEY
 BROKEN BOW LAKE**

Date: _____ Ramp: _____ Time: _____

Observe what type of boat was used? (circle one based on visual observation)

- Runabout/Speedboat/Ski Boat
- Pontoon Boat
- PWC (Jet Ski)
- High Performance Boat (cigarette boat)
- Houseboat
- Canoe/Kayak
- Sailboat
- Other: _____
- Cabin Cruiser
- Fishing Boat

“Hello. My name is _____. I am conducting a survey of boaters to help the Corps of Engineers learn more about boating experiences on **Broken Bow Lake**. Participation in this survey is completely voluntary, however your responses are important to the completeness and accuracy of our understanding of lake user perceptions. No personal information is requested and the responses you provide are combined with all other responses to help the lake managers understand boating use at this lake. The card I provided you has details about the survey and related disclosures. This survey will only take about 12 minutes. May I ask you a few questions?”
 [hand respondent Agency Disclosure Notice postcard]

- Have you boated on Broken Bow Lake before today? Yes No
 If YES, How many total years have you been boating on this Lake? _____ years.
- How many times per year do you typically boat on this Lake? _____ Times Per Year.
- Including yourself, how many people were in your boat **today**? _____ (enter whole number)
 How many of those were less than 18 years of age? _____
- How much time did you spend on the water **today**? _____ hours _____ minutes
 What percent of that time would you estimate your boat motor was running? _____ %

5. Please estimate the amount of time spent **today** on the following activities. (should total 100%)

Fishing	_____ %	Swimming	_____ %
Cruising	_____ %	Relaxing	_____ %
Water Skiing	_____ %	Sailing	_____ %
Tubing	_____ %	Other:	_____ %

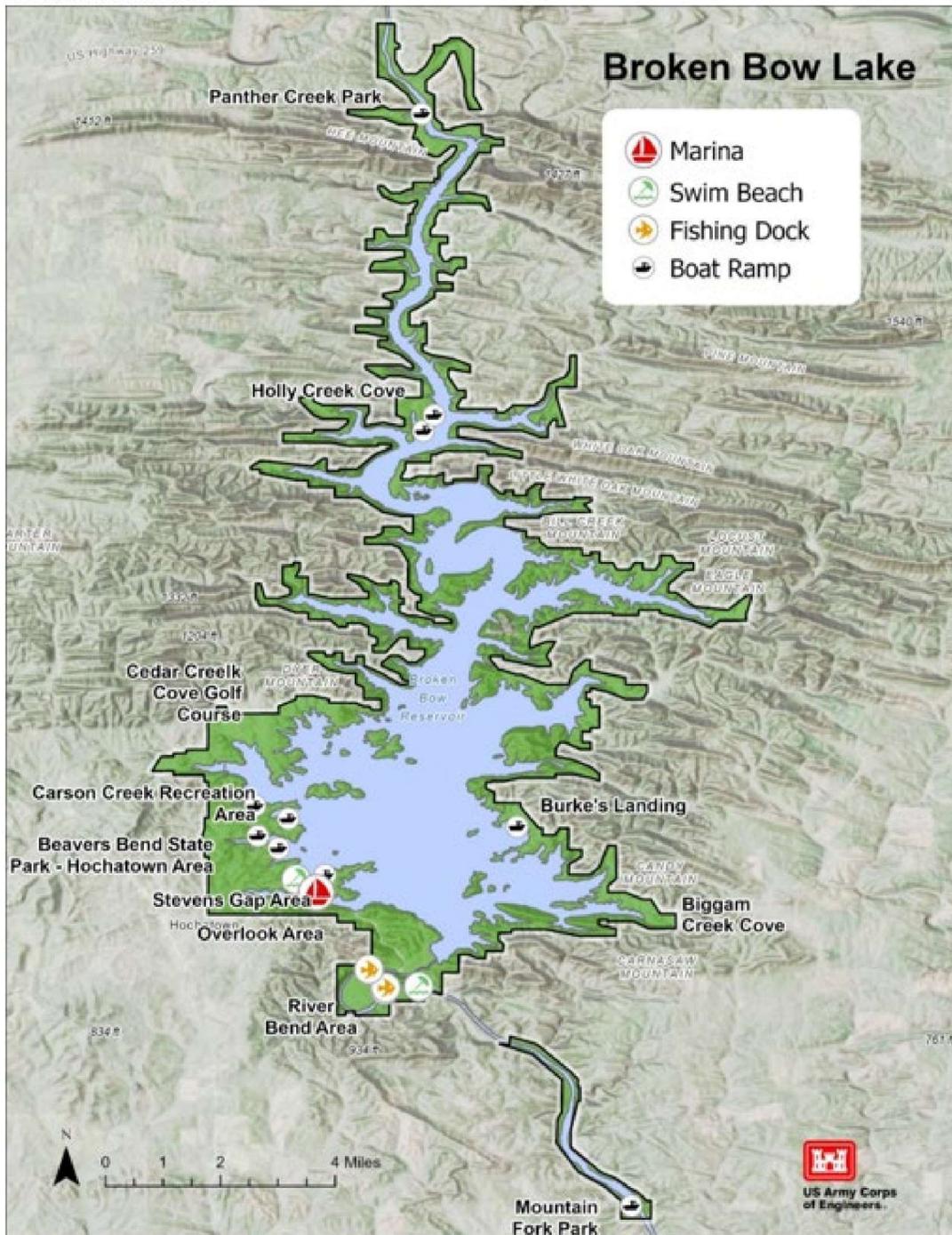
If Other, describe activity here:

- Did you pull your boat ashore and step out of your boat to access the shoreline while boating today?
 Yes No
- What is the length of this boat? Feet: _____ Inches: _____
- What is the horsepower? _____

9. How congested do you feel the boat ramp at the lake was **today**?

Not Congested	Somewhat Congested	Moderately Congested	Very Congested	Extremely Congested
<input type="checkbox"/>				

Now I would like to ask you a few questions about where you do and do not go on the lake. Current location is marked with a star (*)



10. Do you have a favorite place to go on the lake? Yes No

If yes, please point to your favorite place on the lake. (interviewer circles and marks with an "F")

Why is this your favorite location? _____

11. Are there locations you deliberately avoid? Yes No

If yes, please point to the places you avoid on the lake. (interviewer circles and mark with A1, A2, etc.)

Why do you avoid these locations? _____

12. Are there locations where you feel unsafe? Yes No

If yes, please point to the places where you feel unsafe. (interviewer circles and marks with U1, U2, etc)

Why do you feel unsafe in these locations? _____

13. How safe did you feel **today** at the following locations? (circle corresponding number)

Location	Not at all safe	Somewhat safe	Moderately safe	Very Safe	Extremely safe
At the boat ramp when launching your boat	1	2	3	4	5
On the water while boating	1	2	3	4	5

14. How crowded did you feel **today** at the following locations and situations? (circle corresponding number)

Location	Not at all crowded	Somewhat crowded	Moderately crowded	Very Crowded	Extremely crowded
At the boat ramp when launching your boat	1	2	3	4	5
On the water while boating	1	2	3	4	5
At the boat ramp when loading your boat?	1	2	3	4	5

15. I'd like to ask your opinion about the quantity of facilities and services on the lake. For each of the following, please indicate whether you think there are too many, about enough or more needed.

- Boat Ramps Too many About enough more needed
- Parking Areas Too many About enough More needed
- Water Patrol Officers Too many About enough More needed
- Park Rangers Too many About enough More needed
- Marinas Too many About enough More needed

16. Have you noticed any changes at this lake in the last five years? Yes No
 (If yes, prompt for positive and negative)

What are the Positive changes:

What are the Negative changes:

Attachment 2: Mail-Back Boating Surveys (Stakeholders)

Boating Survey for Broken Bow Lake Stakeholders

The US Army Corps of Engineers (USACE) is conducting this survey to learn more about perceptions related to boating use at Broken Bow Lake. As a stakeholder responsible for law enforcement, emergency services, and/or management of USACE lands for park and recreation services, your perceptions are vital to the future management of Broken Bow Lake. In addition to stakeholders, we will also be conducting similar surveys with park visitors and marina tenants. Collectively, the information will help lake managers provide the public with safe and high-quality outdoor recreation experiences.

Your participation is voluntary and the survey will take about 6 minutes to complete. Please complete this survey and return in the prepaid envelope. Responses will be accepted between [date] and [date].

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, [0704-0553], is estimated to average 6 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS.

RESPONSES SHOULD BE SENT TO:

[name and address of data collection contractor]

Boating Survey for Broken Bow Lake Stakeholders

Stakeholder Description *(These questions are used for classification purposes only.)*

1. Which of the following best describes your organization (select only one)
 - Governmental Law Enforcement
 - For Profit/Private Business
 - Non-Profit
 - Education
 - Governmental Emergency Services
 - Other, please describe _____

2. What is the primary zip code of your organization? _____

3. Which of the following best reflects your position within this organization (select only one)

<ul style="list-style-type: none"> <input type="checkbox"/> Owner <input type="checkbox"/> President or CEO <input type="checkbox"/> Executive Officer <input type="checkbox"/> Chief 	<ul style="list-style-type: none"> <input type="checkbox"/> Other: _____ (please describe) <input type="checkbox"/> Director <input type="checkbox"/> Senior Manager <input type="checkbox"/> Manager
---	---

Boating Perceptions

4a. For the following situations, please rate how crowded you believe Broken Bow Lake to be on a typical day during the summer. Circle one for each situation where 1 is not at all crowded and 5 is extremely crowded.

Situation	Not at all crowded	Somewhat crowded	Moderately crowded	Very Crowded	Extremely crowded
Boat traffic on the open water of the lake	1	2	3	4	5
Vehicle traffic around the lake	1	2	3	4	5
Boat traffic on the water around the ramps	1	2	3	4	5
Vehicle Traffic around the boat ramps	1	2	3	4	5

4b. If you marked very crowded or extremely crowded for any of the above, please provide some additional details related to the time of day it is crowded or specific locations where crowding is more concentrated.

5a. Please rate your level of acceptability for the following factors related to boating at **Broken Bow Lake**. Circle the number that best represents your level of acceptability where 1 is unacceptable and 5 is acceptable.



Statement	Unacceptable	Slightly Unacceptable	Neutral	Slightly Acceptable	Acceptable
Speed of boats traveling on the open water	1	2	3	4	5
The level of noise from motorized boating	1	2	3	4	5
The quality of the water	1	2	3	4	5
Quantity of regulatory buoys	1	2	3	4	5
Quantity of no wake zones	1	2	3	4	5
Quantity of shoreline access for boaters	1	2	3	4	5

5b. For any items that you rate unacceptable or slightly unacceptable, please describe what could be done to improve that factor.

6. The Corps of Engineers periodically performs Water Safety Patrol on peak use days. How would you rate the current level of water safety patrol?

- Not aware of patrols too few patrols about enough patrols too many patrols

7. Local law enforcement (State Game Wardens, Sheriff Deputies, Municipal Police) also patrol Broken Bow Lake. How would you rate the current level of law enforcement patrol?

- Not aware of patrols too few patrols about enough patrols too many patrols

Please provide any additional comments you have about water safety or law enforcement patrols.

8. Do you have any additional comments? (Write comments below)

Please mail in your survey no later than [date] to:
Attn: [name and address of data collection contractor]

THANK YOU FOR YOUR TIME

Attachment 3: Mail-Back Boating Surveys (Marina Tenants)

OMB Control Number: 0704-0553
OMB Expiration Date: 05/31/2025

Broken Bow Lake Boating Survey

The US Army Corps of Engineers (USACE) is conducting this survey to learn more about boater's use and perceptions about Broken Bow Lake. You have been provided this survey as an individual identified as leasing a marina slip or holding a dock permit. We will be conducting similar surveys with park visitors and other stakeholders. Collectively the information will help lake managers provide the public with quality outdoor recreation experiences.

Your participation is voluntary, and the survey will take about 15 minutes to complete. Please complete this survey and return in the prepaid envelope. Responses will be accepted between [date] and [date].

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, [0704-0553], is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS.

RESPONSES SHOULD BE SENT TO:

[name and address of data collection contractor]

Broken Bow Lake Boating Survey for Marina Tenants

1. How many times per year do you typically boat on Broken Bow Lake? _____ times per year

Think about your last boating trip to Broken Bow Lake and answer the following questions:

2. a. Including yourself, how many people were in your boat? _____

b. How many of those were less than 18 years of age? _____

3. a. How much time to the nearest hour did you spend on the water? (to the nearest hour, select only 1)

Less than an hour 1 hour 2 hours 3 hours

4 hours 5 hours 6 hours 7 hours

8 hours more than 8 hours stayed overnight on the lake

b. What percent of that time would you estimate your boat motor was running? _____%

4. What is the primary type of boat you use? (circle one)

Runabout/Speedboat/Ski Boat

Houseboat

Cabin Cruiser

Pontoon Boat

Canoe/Kayak

Fishing Boat

PWC (Jet Ski)

Sailboat

High Performance Boat (cigarette boat)

Other: _____

5. What is the length of the primary boat you use? Feet: _____ Inches: _____

6. What is the horsepower? _____

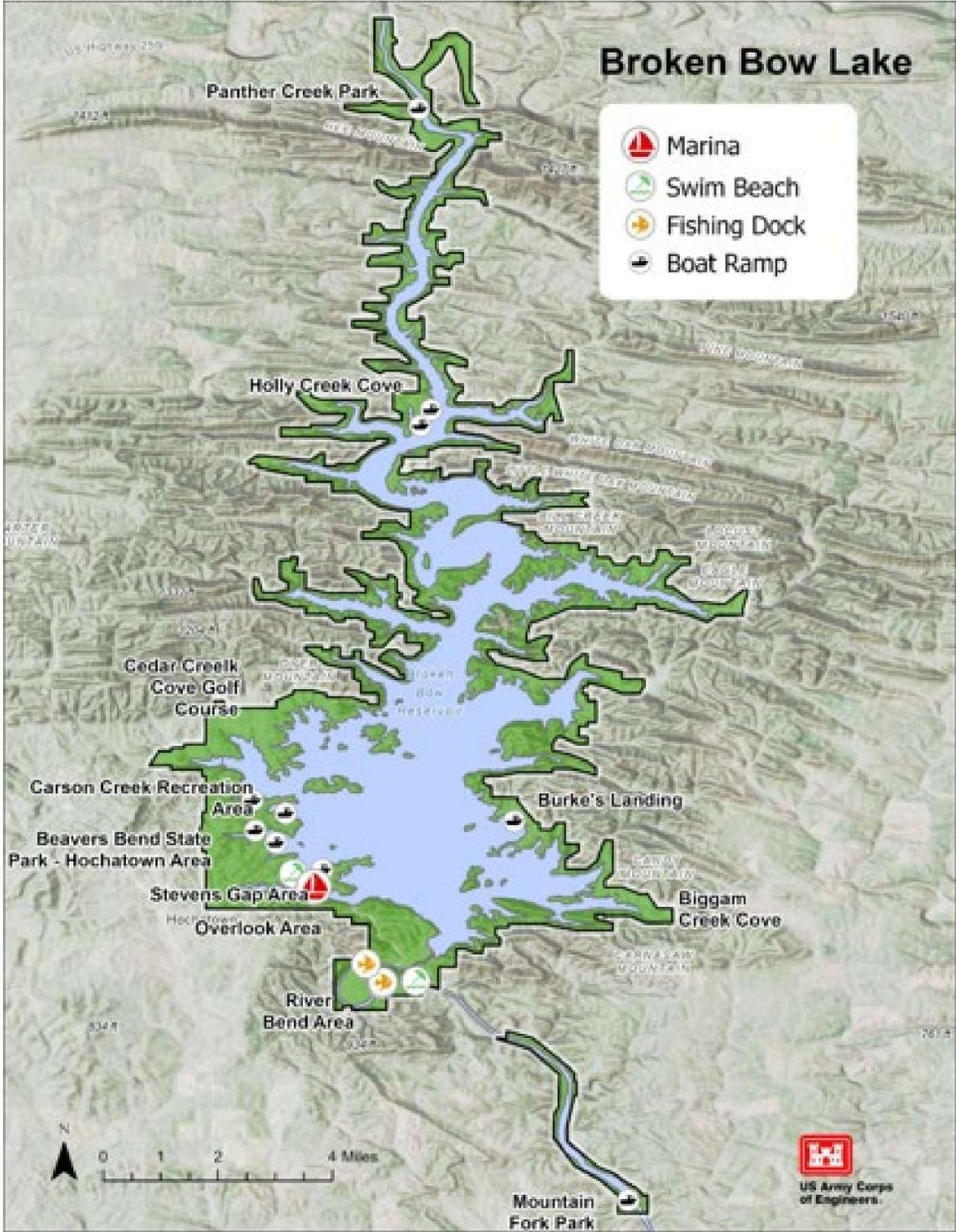
7. Please estimate the amount of time spent the last day you boated on the following activities. (percentages should add to 100%)

Fishing	_____ %	Swimming	_____ %
Cruising	_____ %	Relaxing	_____ %
Water Skiing	_____ %	Sailing	_____ %
Tubing	_____ %	Other:	_____ %

If Other, describe activity here:

8. Did you pull your boat ashore and step out of your boat to access the shoreline the last time you boated? (check one) Yes No

For the next three questions, refer to the map below.



9. Do you have a favorite place to go on the lake? Yes No

If yes, please circle your favorite place on the lake map and mark with an "F".

Why is this your favorite location? _____

10. Are there locations you deliberately avoid? Yes No

If yes, please circle the places you avoid on the lake map and mark with "A1", "A2", etc.

Why do you avoid these locations? _____

11. Are there locations where you feel unsafe? Yes No

If yes, circle the places where you feel unsafe and mark with "U1", "U2", etc. If this happens to be the same as a place you avoid, only add the "U1", etc. to the marking made in response to prior question.

Why do you feel unsafe in these locations? _____

12. The last time you boated, how safe did you feel at the following locations? Circle your choice.

Location	Not at all safe	Somewhat safe	Moderately safe	Very Safe	Extremely safe
At the boat ramp when launching your boat	1	2	3	4	5
On the water while boating	1	2	3	4	5

13. The last time you boated, did you feel crowded by the number of boaters at the following locations? Circle your choice.

Location	Not at all crowded	Somewhat crowded	Moderately crowded	Very Crowded	Extremely crowded
At the boat ramp when launching your boat	1	2	3	4	5
On the water while boating	1	2	3	4	5
At the boat ramp when loading your boat?	1	2	3	4	5

14. For each of the following, please indicate whether you think there are too many on the lake, the number on the lake is about right, or there needs to be more on the lake. (check one for each)

- | | | | |
|-----------------------|-----------------------------------|---------------------------------------|--------------------------------------|
| Boat Ramps | <input type="checkbox"/> Too many | <input type="checkbox"/> About enough | <input type="checkbox"/> more needed |
| Parking Areas | <input type="checkbox"/> Too many | <input type="checkbox"/> About enough | <input type="checkbox"/> More needed |
| Water Patrol Officers | <input type="checkbox"/> Too many | <input type="checkbox"/> About enough | <input type="checkbox"/> More needed |
| Park Rangers | <input type="checkbox"/> Too many | <input type="checkbox"/> About enough | <input type="checkbox"/> More needed |
| Marinas | <input type="checkbox"/> Too many | <input type="checkbox"/> About enough | <input type="checkbox"/> More needed |

15. Have you noticed any positive or negative changes at this lake in the last five years? (check one response)

Yes No

IF YES, can you describe those changes?

Positive changes: _____

Negative changes: _____

16. Thinking back to your most recent boating experience at **Broken Bow Lake**, we would like to know if you agree or disagree with the following statements. Please circle the number that best represents your level of agreement where 1 is strongly disagree and 5 is strongly agree.

Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The overall quality of my experience has been positive.	1	2	3	4	5

The level of noise from motorized boating is acceptable to me	1	2	3	4	5
The quality of water is acceptable to me.	1	2	3	4	5
The traffic on the water from motorized boats is acceptable to me.	1	2	3	4	5
The size of the boats that I saw is acceptable.	1	2	3	4	5

17. What is the city, state and zip code of your primary residence?

City: _____ State: _____ Zip: _____

18. Do you have any additional comments? (Write comments below)

Please mail in your survey no later than [date] to:

Attn: [name and address of data collection contractor]

THANK YOU FOR YOUR TIME

Attachment 4: Agency Disclosure Statement



OMB Control Number: 0704-0553
OMB Expiration Date: 05/31/2025

AGENCY DISCLOSURE STATEMENT

The public reporting burden for this collection of information, [0704-0553], is estimated to average 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO PROVIDE SURVEY RESPONSE TO THE ABOVE ADDRESS

Responses should be directed to: [\[name and address of survey contractor\]](#)



OMB Control Number: 0704-0553
OMB Expiration Date: 05/31/2025

AGENCY DISCLOSURE STATEMENT

The public reporting burden for this collection of information, [0704-0553], is estimated to average 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO PROVIDE SURVEY RESPONSE TO THE ABOVE ADDRESS

Responses should be directed to: [\[name and address of survey contractor\]](#)



OMB Control Number: 0704-0553
OMB Expiration Date: 05/31/2025

AGENCY DISCLOSURE STATEMENT

The public reporting burden for this collection of information, [0704-0553], is estimated to average 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO PROVIDE SURVEY RESPONSE TO THE ABOVE ADDRESS

Responses should be directed to: [\[name and address of survey contractor\]](#)



OMB Control Number: 0704-0553
OMB Expiration Date: 05/31/2025

AGENCY DISCLOSURE STATEMENT

The public reporting burden for this collection of information, [0704-0553], is estimated to average 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO PROVIDE SURVEY RESPONSE TO THE ABOVE ADDRESS

Responses should be directed to: [\[name and address of survey contractor\]](#)

Thank you for participating in this survey about your boating experiences at Broken Bow Lake. The information you provide will be combined with the all other responses and helps us understand the perceptions of lake users.

Learn about other recreational opportunities by visiting the lake website

<https://www.swt.usace.army.mil/Locations/Tulsa-District-Lakes/Oklahoma/Broken-Bow-Lake/Broken-Bow-Lake-Recreation/>

Thank you for participating in this survey about your boating experiences at Broken Bow Lake. The information you provide will be combined with the all other responses and helps us understand the perceptions of lake users.

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Learn about other recreational opportunities by visiting the lake website

<https://www.swt.usace.army.mil/Locations/Tulsa-District-Lakes/Oklahoma/Broken-Bow-Lake/Broken-Bow-Lake-Recreation/>

These postcards are printed double sided and printed on perforated post card stock or trimmed after printing.

Attachment 5: OMB Justification for Boating Survey A

Request for Approval under the “Fast Track Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery” (OMB Control Number: 0704-0553)

TITLE OF INFORMATION COLLECTION: Boat Ramp Exit Survey

PURPOSE:

The US Army Corps of Engineers (USACE) is the leading provider of water based recreation among the Federal Recreation Providers. USACE managed lakes and rivers in Tulsa District receive over two million recreation visits per year accounting for 8% of annual recreation visitation nationally to USACE Civil Works projects. USACE’s Tulsa District covers the state of Oklahoma and portions of Texas and Kansas. Peak boating use occurs in the summer between the Memorial and Labor Day holidays (May-September). USACE will be conducting boater and stakeholder feedback surveys at three lakes in Tulsa District during the summers of 2025 and 2026; Broken Bow Lake, Keystone Lake and Jenkiller Lake. Respondents will be boaters using public boat ramps, marina tenants, private dock permit holders and stakeholders associated with boating operations and emergency service providers. Information collected via these surveys will improve the District and Lake Managers understanding of boating use, vessel types and sizes, perceptions of safety and crowding, boating capacity of the lake, and feedback on facilities and services offered. Concurrent with the survey, visual based counts will be made to determine the number of boats on the water surface, number of empty wet slips at marinas and number of empty boat trailers parked at boat ramps and in campgrounds during peak use periods. Having these counts will enable USACE to draw a correlation between boaters’ perceptions and the amount of boat traffic on the lake, as well as a reliable estimate of where the boat traffic is originating from (i.e. ramps, marinas, or private docks).

DESCRIPTION OF RESPONDENTS:

Public boat ramp users - on three days during the peak use season, interviewers will be onsite for approximately 8 hours and intercept boating parties as they exit the lake at selected public boat ramps. The survey will be conducted by interview and responses recorded on paper with the agency disclosure provided to the respondent on a post card (Attachment A-1 ADN for Boat Ramp Exit Interview). The interview takes approximately 12 minutes to complete.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: ~~Meredith~~ Meredith Bridgers, Community Planner, USACE Institute for Water Resources

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Public Boat Ramp Users	5870	12	1174
Totals	5870		1174

PUBLIC COST: The estimated annual cost to the public is \$130,980 includes data collection, printing, and processing of surveys.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail

Other, Explain

2. Will interviewers or facilitators be used? Yes No
Interviewers will be used for the boat ramp intercept survey only.

Please make sure that all instruments, instructions, and scripts are submitted with the request.

▲ Instructions for completing Request for Approval under the “Fast Track Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery”

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on ~~XXXX~~)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument. If using a ~~likert~~ scale survey please utilize the 5 point scale. If you require a 10 point scale, please provide a strong justification or utilize the normal ICR process.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: Please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

No. of Respondents: Provide an estimate of the Number of respondents.

Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

PUBLIC COST: Provide an estimate of the annual cost to the Public.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Submit all instruments, instructions, and scripts with the Request for Approval.

Attachment 6: OMB Justification for Boating Survey B

Request for Approval under the “Fast Track Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery” (OMB Control Number: 0704-0553)

TITLE OF INFORMATION COLLECTION: Marina Tenant and Dock Permit Holder Survey

PURPOSE:

The US Army Corps of Engineers (USACE) is the leading provider of water-based recreation among the Federal Recreation Providers. USACE managed lakes and rivers in Tulsa District receive over two million recreation visits per year accounting for 8% of annual recreation visitation nationally to USACE Civil Works projects. USACE’s Tulsa District covers the state of Oklahoma and portions of Texas and Kansas. Peak boating use occurs in the summer between the Memorial and Labor Day holidays (May-September). USACE will be conducting boater and stakeholder feedback surveys at three lakes in Tulsa District during the summers of 2025 and 2026: Broken Bow Lake, Keystone Lake and Jenkiller Lake. Respondents will be boaters using public boat ramps, marina tenants, private dock permit holders and stakeholders associated with boating operations and emergency service providers. Information collected via these surveys will improve the District and Lake Managers understanding of boating use, vessel types and sizes, perceptions of safety and crowding, boating capacity of the lake, and feedback on facilities and services offered. Concurrent with the survey, visual based counts will be made to determine the number of boats on the water surface, number of empty wet slips at marinas and number of empty boat trailers parked at boat ramps and in campgrounds during peak use periods. Having these counts will enable USACE to draw a correlation between boaters’ perceptions and the amount of boat traffic on the lake, as well as a reliable estimate of where the boat traffic is originating from (i.e. ramps, marinas, or private docks).

DESCRIPTION OF RESPONDENTS:

Marina tenants and private dock permit holders – Surveys and a postage paid return envelope will be sent by mail to existing lists of marina tenants and dock permit holders. Approximately two weeks later, a second copy of the survey will be sent as a reminder. This survey is estimated at 15 minutes, including the time to return the survey by mail.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: ~~XXXXXX~~ Meredith Bridgers, Community Planner, USACE Institute for Water Resources

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Marina Tenants and Private Dock Permit Holders	1895	15	474
Private Dock Permit Holders	747	15	187
Totals	2742		661

PUBLIC COST: The estimated annual cost to the public is \$44,961 and includes printing, mailing, and processing of surveys.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

There are existing mailing lists for marina tenants and private dock permit holders; all individuals on these lists will be mailed a survey.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Instructions for completing Request for Approval under the “Fast Track Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery”

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on ~~XXXX~~)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument. If using a ~~likert~~ scale ~~survey~~; please utilize the 5 point scale. If you require a 10-point scale, please provide a strong justification or utilize the normal ICR process.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: Please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

No. of Respondents: Provide an estimate of the Number of respondents.

Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

PUBLIC COST: Provide an estimate of the annual cost to the Public.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Submit all instruments, instructions, and scripts with the Request for Approval.

Attachment 7: OMB Justification for Boating Survey C

**Request for Approval under the “Fast Track Generic Clearance for the
Collection of Qualitative Feedback on Agency Service Delivery”
(OMB Control Number: 0704-0553)**

TITLE OF INFORMATION COLLECTION: Lake Stakeholder

PURPOSE:

The US Army Corps of Engineers (USACE) is the leading provider of water based recreation among the Federal Recreation Providers. USACE managed lakes and rivers in Tulsa District receive over two million recreation visits per year accounting for 8% of annual recreation visitation nationally to USACE Civil Works projects. USACE’s Tulsa District covers the state of Oklahoma and portions of Texas and Kansas. Peak boating use occurs in the summer between the Memorial and Labor Day holidays (May-September). USACE will be conducting boater and stakeholder feedback surveys at three lakes in Tulsa District during the summers of 2025 and 2026: Broken Bow Lake, Keystone Lake and Tenkiller Lake. Respondents will be boaters using public boat ramps, marina tenants, private dock permit holders and stakeholders associated with boating operations and emergency service providers. Information collected via these surveys will improve the District and Lake Managers understanding of boating use, vessel types and sizes, perceptions of safety and crowding, boating capacity of the lake, and feedback on facilities and services offered. Concurrent with the survey, visual based counts will be made to determine the number of boats on the water surface, number of empty wet slips at marinas and number of empty boat trailers parked at boat ramps and in campgrounds during peak use periods. Having these counts will enable USACE to draw a correlation between boaters’ perceptions and the amount of boat traffic on the lake, as well as a reliable estimate of where the boat traffic is originating from (i.e. ramps, marinas, or private docks).

DESCRIPTION OF RESPONDENTS:

Stakeholders - Surveys and a postage paid return envelope will be sent by mail to existing list of boating stakeholders. This list includes local emergency service providers, adjacent local governments, and other entities that operate in and around the lake. Approximately two weeks later, a second copy of the survey will be sent as a reminder. This survey is estimated at 6 minutes, including the time to return the survey by mail.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Meredith Bridgers, Community Planner, USACE Institute for Water Resources

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Lake Stakeholders	65	6	6.5
Totals	65		6.5

PUBLIC COST: The estimated annual cost to the public is \$5,476 and includes printing, mailing, and processing of surveys.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

There are existing mailing list for lake stakeholders; all individuals on this lists will be mailed a survey.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

▲ Instructions for completing Request for Approval under the “Fast Track Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery”

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on ~~xxxx~~)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument. If using a ~~likert~~ scale survey please utilize the 5 point scale. If you require a 10 point scale, please provide a strong justification or utilize the normal ICR process.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: Please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households;(2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

No. of Respondents: Provide an estimate of the Number of respondents.

Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

PUBLIC COST: Provide an estimate of the annual cost to the Public.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Submit all instruments, instructions, and scripts with the Request for Approval.

Attachment 8: OMB Request for Survey Approval

**Request for Approval under the “Fast Track Generic Clearance for the
Collection of Qualitative Feedback on Agency Service Delivery”
(OMB Control Number: 0704-0553)**

TITLE OF INFORMATION COLLECTION: Boat Ramp Exit Survey

PURPOSE:

The US Army Corps of Engineers (USACE) is the leading provider of water based recreation among the Federal Recreation Providers. USACE managed lakes and rivers in Tulsa District receive over two million recreation visits per year accounting for 8% of annual recreation visitation nationally to USACE Civil Works projects. USACE’s Tulsa District covers the state of Oklahoma and portions of Texas and Kansas. Peak boating use occurs in the summer between the Memorial and Labor Day holidays (May-September). USACE will be conducting boater and stakeholder feedback surveys at three lakes in Tulsa District during the summers of 2025 and 2026: Broken Bow Lake, Keystone Lake and Tenkiller Lake. Respondents will be boaters using public boat ramps, marina tenants, private dock permit holders and stakeholders associated with boating operations and emergency service providers. Information collected via these surveys will improve the District and Lake Managers understanding of boating use, vessel types and sizes, perceptions of safety and crowding, boating capacity of the lake, and feedback on facilities and services offered. Concurrent with the survey, visual based counts will be made to determine the number of boats on the water surface, number of empty wet slips at marinas and number of empty boat trailers parked at boat ramps and in campgrounds during peak use periods. Having these counts will enable USACE to draw a correlation between boaters’ perceptions and the amount of boat traffic on the lake, as well as a reliable estimate of where the boat traffic is originating from (i.e. ramps, marinas, or private docks).

DESCRIPTION OF RESPONDENTS:

Public boat ramp users - on three days during the peak use season, interviewers will be onsite for approximately 8 hours and intercept boating parties as they exit the lake at selected public boat ramps. The survey will be conducted by interview and responses recorded on paper with the agency disclosure provided to the respondent on a post card. The interview takes approximately 12 minutes to complete.

Marina tenants and private dock permit holders – Surveys and a postage paid return envelope will be sent by mail to existing lists of marina tenants and dock permit holders. Approximately two weeks later, a second copy of the survey will be sent as a reminder. This survey is estimated at 15 minutes, including the time to return the survey by mail.

Stakeholders - Surveys and a postage paid return envelope will be sent by mail to existing list of boating stakeholders. This list includes local emergency service providers, adjacent local governments, and other entities that operate in and around the lake. Approximately two weeks later, a second copy of the survey will be sent as a reminder. This survey is estimated at 6 minutes, including the time to return the survey by mail.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Meredith Bridgers, Community Planner, USACE Institute for Water Resources

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Public Boat Ramp Users	5870	12	1174
Marina Tenants and Private Dock Permit Holders	2742	15	686
Lake Stakeholders	65	6	7
Totals	8677		1867

PUBLIC COST: The estimated annual cost to the public is \$656,793. The survey data collection and enter will be performed by a contractor and that effort includes the costs for collecting visual counts and could not effectively be separated from the survey based activity.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

There are existing mailing lists for marina tenants, dock permit holders and lake stakeholders; all individuals on these lists will be mailed a survey. There is no list for public boat ramp users. Three sampling days will be identified based on weather and potential to be a high use day.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person: Public boat ramp users
 - Mail: Marina tenants, dock permit holders, stakeholders
 - Other, Explain
2. Will interviewers or facilitators be used? Yes No
Interviewers will be used for the boat ramp intercept survey only.

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Instructions for completing Request for Approval under the “Fast Track Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery”

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on ~~xxxx~~)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument. If using a likert scale survey please utilize the 5 point scale. If you require a 10-point scale, please provide a strong justification or utilize the normal ICR process.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: Please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households;(2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

No. of Respondents: Provide an estimate of the Number of respondents.

Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

PUBLIC COST: Provide an estimate of the annual cost to the Public.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Submit all instruments, instructions, and scripts with the Request for Approval.